

## MEETING MINUTES

### MILPITAS CITY COUNCIL RULES SUBCOMMITTEE

<b>Minutes of:</b>	<b>City Council Rules Subcommittee</b>
<b>Date:</b>	<b>Friday, May 10, 2019</b>
<b>Time:</b>	<b>4:00 PM</b>
<b>Location:</b>	<b>Milpitas City Hall, Committee Room 455 E. Calaveras Blvd., Milpitas, CA</b>

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1. Call to order and Roll Call: Meeting was called to order by Mayor Tran at 4:05 PM. He and Vice Mayor Dominguez were present along with City Attorney Chris Diaz, Assistant City Manager Ashwini Kantak and City Clerk's office staff.
2. Approve Meeting Agenda – agenda was approved by affirmation of both members
3. Public Forum - none
4. Discuss role of newly established Subcommittee, including the following:
  - Scope of work: Vice Mayor Dominguez noted there would be a need for several meetings to learn about the former Rules Subcommittee, for the two members to give input, and to draft a report back to City Council. City Attorney and Assistant City Manager agreed to write up the proposed scope and bring it back to the next subcommittee meeting.

City Clerk Mary Lavelle gave a brief history of City Council adoption of Open Government Ordinance in 2005, Council's Open Government Subcommittee in 2006-2008 and past Rules Subcommittee, which met from 2009-2012.
  - Structure & schedule of meetings: City Clerk reviewed the typical time frame for submission by staff of City Council agenda reports, review by City Attorney, approval by City Manager, and ultimately the posting of regular City Council meeting agenda 6 days prior to meeting. Council's Rules Subcommittee would need to meet regularly on Fridays, 10 days before regular meeting to allow enough time for agenda preparation and posting.
  - Process for review and approval of Regular + Special City Council meeting agendas: a process may be identified and discussed at future meetings. If Subcommittee members are unavailable to meet on a particular Friday, staff will proceed with agenda posting to meet the posting timeframe requirement in the municipal code.

Vice Mayor Dominguez would like the subcommittee to receive all City Council ideas for agenda items and to have a transparent process, no ideas get lost, and to ensure the agenda is Council driven. Subcommittee agreed all Council ideas go onto a City Council agenda, and it would look at any new staff-initiated agenda items, while

recognizing there were many that were necessary for Council action (i.e. not discretionary), for example those related to CIP and/or the annual budget.

Analysis of staff time needed to work on a particular topic may be needed, as the current requirement is for Council approval for any item requiring four hours or more of staff time.

- Guidelines for Items Placed on Consent Calendar: this may be discussed, identified and brought forward to City Council for approval.

The following three items were noted, but not discussed in detail.

- Council Meeting Management Options identified on April 16, 2019
- Report(s) back to the City Council in June
- Future review of current Milpitas Open Government Ordinance

Mayor Tran allowed comment from the audience before ending the meeting. Mr. Robert Marini, Milpitas resident, wanted the public to be able to request to add an agenda item, and asked the City Council not to move around items at the meeting, versus the order as posted on the agenda.

5. Establish Next Meetings: the two members agreed to meet next on Thursday, May 30 at 5:00 PM and on Friday, June 7 at 10:00 AM.
6. Adjourn: Mayor Tran adjourned the meeting at 4:57 PM.

*Minutes prepared by  
Mary Lavelle, City Clerk*